[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Acknowledgment of Receipt of Goods/Services**

Dear [Vendor’s Name],

We are writing to confirm receipt of the [goods/services] delivered/provided on [delivery date/service date] as per our agreement dated [AGREEMENT DATE].

**Details of Goods/Services Received**:

* **Item/Service Name**: [*NAME/DESCRIPTION*]
* **Quantity**: [Number of items or service hours]
* **Delivery/Service Date**: [DATE]
* **Condition**: [*Brief note on condition, e.g., “Goods were received in good condition.”*]

We appreciate your timely delivery and the quality of the [goods/services] provided. [*Optional: If any discrepancies or issues are identified, we will notify you promptly to resolve them.*]

If you require additional confirmation or have any questions, please feel free to contact us at [Email Address/Phone Number].

Thank you for your partnership and commitment to excellence.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]